

**Southampton Scrap Store** Charity No 292075

**Trustee Annual Report – Financial Year 2024**

**Trustees' Annual Report**

(Prepared in accordance with the Charities SORP (FRS 102))

**Reference and Administrative Details of the Charity**

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**Structure, Governance and Management**

During the year, the Trustees experienced ongoing operational and governance challenges, particularly in relation to access to the charity's systems and bank accounts. For a significant period, the Trustees did not have access to the charity's email accounts, as these were not relinquished by a former office holder. This restricted the Trustees' ability to communicate effectively with members and volunteers and impacted day-to-day management.

The Trustees also encountered continuing difficulties in obtaining access to the charity's CAF Bank account. These issues limited the Trustees' ability to exercise full and timely financial oversight during the year.

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**Objectives and Activities**

The charity's objectives continued to focus on serving the local community through the operation of the charity shop and the provision of a community resource for the recycling and reuse of craft supplies, delivering both social and environmental benefit.

During the year, the charity increased its community engagement by promoting the recycling of craft supplies. This resulted in a significant increase in donated materials. Due to the volume of donations received, the Trustees approved expenditure on a small storage container to ensure that donated items could be stored safely and appropriately.

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**Achievements and Performance**

Despite operational challenges, the charity maintained a visible presence within the community and continued to provide public benefit through its recycling activities.

However, the charity experienced a reduction in membership during the year. The Trustees believe this was primarily due to administrative and communication difficulties rather than a reduction in community interest.

The charity also experienced a loss of volunteers. As the charity shop requires a minimum of three volunteers to operate safely at any one time, this shortage resulted in a reduction in the number of days the shop could open. Consequently, the shop's opening days were reduced from three days per week to two days, operating on Tuesdays only.

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### **Financial Review**

The charity's Co-operative Bank account was used to manage cash takings from the shop till. Cash receipts were reconciled to bank deposits on a regular basis, and no discrepancies were identified.

During the year, certain operating costs increased, including telephone expenses. Due to restricted access to relevant systems and contractual arrangements, the Trustees were unable to review, amend, or renegotiate these costs at the appropriate time.

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### **Reserves Policy**

The Trustees keep the level of reserves under review to ensure that the charity can meet its ongoing commitments and respond to unforeseen circumstances, simply put the Charity had no access to the CAF bank making it impossible to spend money on DBS checks and were limited to setting up events for the public.

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### **Plans for Future Periods**

The Trustees are actively working to restore full access to all systems and bank accounts, improve governance arrangements, rebuild volunteer capacity, and strengthen operational controls. These actions are intended to improve communication with members, enhance financial oversight, and support the charity's long-term sustainability.

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### **Statement of Trustees' Responsibilities**

The Trustees are responsible for preparing the Trustees' Annual Report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 and the Charities SORP.

## Southampton Scrap Store

Balance Sheet  
As at 31st March 2024

	FY2024	FY2023
Fixed Assest		
Motor Vehicle	1,672.10	£ 2,786.84
Current Assets		
CAF Bank Balance 31.03.2024	£ 53,077.87	£ 46,416.57
Co op Bank Balance 31.03.2024	£ 9,591.36	£ 6,363.26
Debtors	£ -	£ -
Stock	£ -	£ -
Total Assets	£ 64,341.33	£ 55,566.67
Current Liabilities	£ -	£ -
Trade Creditors	£ -	£ -
Tax and other Creditors	£ -	£ -
Total Liabilities	£ -	£ -
Income and Expenditure Accounts		
Balance brought forward	£ 55,566.67	£ 36,165.79
Add Excess of Income over Expenditure for the Year	£ 8,774.67	£ 19,400.88
Total Equity	£ 64,341.34	£ 55,566.67

## Southampton Scrap Store

Income Statement  
As at 31st March 2024

Income	FY2024	FY2023
Sales	£ 27,382.92	£ 41,544.96
Fund Raising	£ -	£ 18.97
Grant	£ 1,010.39	£ -
Bank interest Received	£ 73.97	£ 57.78
Total	<u>£ 28,467.28</u>	<u>£ 41,621.71</u>
Cost of Goods sold ( suppliers)	£ -	£ 165.60
Depreciation	£ 1,114.73	£ 1,857.89
Previous Audit and Accountancy Fees	£ -	£ 199.98
Cleaning & Waste Collection	£ 826.67	£ 518.16
Employers NI	£ -	£ -
General Expenses	£ 343.90	£ 240.55
Insurance	£ 1,333.14	£ 658.70
Bank Fee	£ 60.00	£ 72.00
IT software	£ 1,562.46	£ 2,370.83
Legal Expense	£ -	
Light, Heating	£ 349.99	£ 1,108.15
Motor Expenses	£ 430.00	£ 954.91
Pensions Costs	£ -	£ -
Printing and stationery	£ 7.50	£ 5.98
Rent and Rates	£ 12,140.59	£ 12,910.47
Repairs and Maintenance	£ -	£ -
Salaries	£ -	£ -
Staff Training	£ -	£ -
Subscriptions	£ -	£ -
Telephone and Internet	£ 1,211.06	£ 977.27
Water	£ 312.57	£ 180.34
Total cost overheads	<u>£ 19,692.61</u>	<u>£ 22,220.83</u>
Excess income over Expenditure	<u>£ 8,774.67</u>	<u>£ 19,400.88</u>

## **Independent Examiner's Report to the Trustees**

**Charity name:** *Southampton Scrap Store*

**For the year ended:** *31<sup>st</sup> March 2023*

### **Respective responsibilities of trustees and examiner**

As the charity's trustees, you are responsible for the preparation of the accounts and for ensuring that they are prepared in accordance with the Charities Act 2011 ("the Act") and applicable regulations. You are also responsible for such internal control as you determine is necessary to enable the preparation of accounts that are free from material misstatement.

My responsibility is to examine the accounts in accordance with Section 43(2) of the Charities Act 2011 (independent examination) and to state whether any matters have come to my attention as a result of my review. In carrying out the examination, I have followed the **Directions** given by the Charity Commission under the Act (CC32).

[[legislation.gov.uk](http://legislation.gov.uk)], [[gov.uk](http://gov.uk)], [[assets.pub...ice.gov.uk](http://assets.publishing.service.gov.uk)]

### **Basis of independent examiner's report**

My examination was carried out in accordance with the Charity Commission's Directions and guidance for independent examiners (CC32). The examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence required in an audit and, consequently, I do **not** express an audit opinion on the accounts. [[assets.pub...ice.gov.uk](http://assets.publishing.service.gov.uk)], [[gov.uk](http://gov.uk)]

### **Independence statement**

I confirm that I am independent of the charity and its trustees and that I am **not a relative or a closely connected person** to any trustee. I have had no involvement in the day-to-day management or administration of the charity and I am satisfied that no conflict of interest exists which would inhibit the impartial conduct of this examination.

[[assets.pub...ice.gov.uk](http://assets.publishing.service.gov.uk)], [[icaew.com](http://icaew.com)]

### **Scope and applicable reporting framework**

The charity meets the criteria for independent examination and does not require a statutory audit for this reporting period; therefore, an independent examination has been carried out in accordance with **Section 43(2)** of the Charities Act 2011 and the Charity Commission's Directions (CC32). Where relevant, the Charity Commission's **Receipts &**

**Payments** report template structure has been followed; for accruals-basis accounts, the same assurance wording applies, adapted for SORP-compliant accounts.

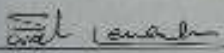
**Examiner's statement (assurance)**

I have completed my examination. **In the course of my examination, no matter has come to my attention** (other than that disclosed below, if any) which gives me reasonable cause to believe that, in any material respect:

1. **accounting records** were not kept in accordance with the requirements of the Charities Act 2011; or
2. the **accounts do not accord** with the accounting records; or
3. for accruals accounts, the accounts have not been prepared in accordance with the applicable accounting framework.

I have **no concerns** and have come across **no other matters** in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached. *(Delete bracketed words if not applicable.)* [gov.uk], [assets.pub...ica.gov.uk]

**Disclosure (only if required)**

Signed:   
Name: Miss Sarah Lewendon  
Address: 9 Pursell Road, Basingstoke, RG22 4EL  
Date: 1<sup>st</sup> March 2026